

**Marine Aviation Detachments
Naval Air Station
Patuxent River, Maryland 20670-1186**

PLAN OF THE WEEK

7 Sept 09 – 11 Sep 09



**ALL ORDERS, INSTRUCTIONS AND ITEMS OF PERTINENT INTEREST SET FORTH
HEREIN WILL BE ANNOUNCED AT DEPARTMENT/DIVISION MEETINGS. ALL HANDS
ARE RESPONSIBLE FOR READING THE PLAN OF THE WEEK AND OBEYING
APPLICABLE ORDERS.**

COMMANDING OFFICER:	COLONEL N. JOHN TORRES	(301) 342-1427
EXECUTIVE OFFICER:	MAJOR BART D. LUDLOW	(301) 342-1421
SERGEANT MAJOR:	SERGEANT MAJOR W. SIMS JR.	(301) 342-1690
ADJUTANT:	CAPTAIN SHAWN C. STUDLEY	(301) 342-1024
ADMINISTRATIVE CHIEF:	SERGEANT ANTHONY STAPLETON	(301) 342-1101
OPERATIONS OFFICER:	CAPTAIN SHAWN C. STUDLEY	(301) 342-1024
TRAINING OFFICER:	GUNNERY SERGEANT ROGER L. DYER	(301) 342-7776
GROUPS, SAFETY & SUPPLY CHIEF:	CORPORAL CHRISTOPHER A. JEYS	(301) 342-1515
CAREER PLANNER:	SERGEANT ANTHONY STAPLETON	(301) 342-1101
ACQUISITION PLANS:	JOYCE RIDGELL	(301) 757-4110
DUTY	SDO CELL	(240) 925-8287

MAD WEBSITE: <http://www.marines.mil/units/hqmc/aviation/madpax>

OFFICIAL INFORMATION

CARRY OUT DAILY ROUTINE WITH THE FOLLOWING ADDITIONS AND/OR DELETIONS

CO SENDS:

1. Please welcome aboard Maj Gregory Biehl and Gunnery Sergeant Kevin Ellis.
2. Congratulations to our newly promoted Marines: LtCol Matthew Taylor, Maj Josue Diaz, Maj Trent Kingery, Maj Mark Amspacher, and Maj Kevin Ryan.
3. Congratulations to Major Bachman for his selection for Transition/Conversion Training to the F-35B program.
4. Congratulations to Captain Studley for his selection as the Commanding Officer, Recruiting School.
5. I enjoyed seeing all the families at the MAD family picnic. Thank you to all the Marines and family members that participated and helped make it a huge success.
6. Don't forget to sign up for our MCAA John Glenn Squadron annual Orbital Golf Classic that will be taking place on 17 Sep at the Cedar Point Golf Course. I'm looking for Marines to support this event, please show your support if your schedule allows. If you believe a phone call to your supervisor is required, please let me know. Additionally, we plan on taking an event photo @ 0830, please plan on attending even if you do not intend on playing golf.

XO SENDS:

1. On leave 1 Sep to 15 Sep, so please send all inquiries to both LtCol Dave Thompson and Capt Shawn Studley – thanks!
2. **SYNCHRONIZED SEASONAL UNIFORM CHANGE OVER.** Per ALMAR 007/08 the Marine Corps will now transition between summer and winter seasons, while in garrison, in unison. The seasonal uniform change will synchronize with daylight saving time. Effective immediately, the Corps will transition to winter uniforms the Monday after the fall daylight saving (November 2nd this year).
3. *Remembering Those Who Lost Their Lives on September 11, 2001. * A Memorial will be held at the Charlotte Hall Veterans Home on Friday, 11 Sep 09 at 1800. Everyone is encouraged to bring personal letters and thank you cards to drop in a collection box that will be available on-site. All letters and cards will be delivered to American service members and veterans! For more information, www.neverforgetmemorial.webs.com
4. The MAD Marine Corps Birthday Ball is 7 Nov and the Birthday Ball Celebration is 10 Nov. LOI to follow.
5. Make sure you stop by S-3 for a picture in desert utilities for those of you who are new joins or have been recently promoted.

SGTMAJOR SENDS:

1. Marine Corps Ball Fundraiser: The MAD Carwash will be going on 14 Sept from 1000 to 1400. All Marines should have their tickets in hand...please help and get the word out by selling your tickets. If you need more tickets let me know. Also, looking for volunteers to help run it.
2. Mark your calendars to receive the Flu Mist on 25 Sept @ 0730 @ the MAD Headquarters.

ADJUTANT SENDS:

1. VOTING LINKS

<http://www.fvap.gov>

<http://fvap.gov/pubs/fpca.html>

<http://fvap.gov/pubs/vag.html#ch3>

2. **FITNESS REPORTS:** As promotion Boards get ready to convene pls ensure that you have no date gaps. Need help let me know.

a. MGySgt and Sgt Maj fitreps ending date is 30 Sept.

3. **EDUCATION:** If you're interested in transferring your GI Bill Benefits to your dependents pls come see me with your Statement of Understanding. If you have questions I will get you the answer

a. All Tuition Assistance paperwork will be signed by me. Please ensure that you bring the appropriate documents to me.

b. Service Members and Families Now Eligible for In-State Tuition: Beginning July 1, 2009, members of the armed forces on active duty for a period of more than 30 days, their spouses, and dependent children, are now eligible to receive in-state tuition at public colleges and universities in the state where they reside or are permanently stationed. In addition, once a service member or their family members are enrolled and paying in-state tuition, they will continue to pay the in-state tuition rate as long as they remain continuously enrolled at the institution and if the service member is reassigned outside the state.

This new requirement benefiting military families was included in the Higher Education Opportunity Act (H.R. 4137), under section 135, and was signed into law on August 14, 2008. H.R. 4137 extends the Higher Education Act of 1965 (HEA), and applies to all public institutions that receive funds under the HEA program.

The Department of Education has worked with the institutions of higher education and is confident they are aware of the changes in the law and are fully implementing the policy. However, if service members or their families have any difficulties, they should contact the financial aid, registrar's, or Veterans Affairs' office at the institution. In the rare case where these steps do not resolve the situation, please contact the Department of Education's Ombudsman's office (toll-free at 877-557-2575) or an online Ombudsman Assistance Request Form can be found at:
www.ombudsman.ed.gov/OmbudsmanWebApp/do?action=getRequest.

CAREER PLANNER SENDS:

1. MCBUL 7220 / MARADMIN 378/09 took effect 1 July 2009 establishing FY10 retention guidelines and Select Reenlistment Bonuses (SRB). If your within a year of your EAS please read this MARADMIN carefully, MMEA made a lot of changes to Zone eligibility.

S-1 SENDS:

1. On August 12, the final regulations on the non-competitive appointment/hiring of certain military spouses were posted in the Federal Register. The regulations will take effect on September 11, 2009. After that date, three categories of military spouses will be eligible for non-competitive appointments to jobs with federal agencies: Spouses who are relocating with their service member on military orders. Spouses of 100% disabled service members who were injured on active duty, or unmarried or remarried widows/widowers of service members killed while performing active duty

The policy will pave the way for some spouses to potentially find jobs faster at their new location, and reduce their periods of relocation-related unemployment.

Jobs qualifying for the program can be found at

> <https://webmail.us.mci.usmc.mil/exchweb/bin/redirect.asp?URL=http://echo>

2. Please review the email I sent concerning DAU courses and MCTFS updates. If you completed any courses and they are not listed on your education screens in MOL. Bring them by the MAD to be entered. Course numbers for each course I sent on the attached roster are available on the DAU website. Under "I need training" > >>"Course Schedule"

3. Per MCO 7220.21E, Personnel Tempo (PersTempo) will be ran on Unit Diary on ALL Marines traveling under TAD orders. *ALL MARINES need to forward a completed copy of their VOUCHER (not authorization) to the S-1 to ensure PersTempo is being ran for your TAD trips. Please take 5 minutes to log into MOL and DTS and print out the trips that are not reflected in MCTFS. You can bring them in or fax them, Fax: 342 1698.

4. If you are taking Off Duty Education, you need to bring your completed transcripts by the S-1 for input into MCTFS. Also, degree completion certificates also need to be entered. We will advise what needs to be sent to OMPF.

5. We encourage everyone to utilize MYPAY (<https://mypay.dfas.mil/mypay.aspx>) to review their LES every month. Review your entitlements to BAH, BAS, ACIP, Air Crew Flight Pay, TSP, State Tax Exemptions, and your DIFOP or DIFDEN status. Each month's LES is available to view after the 25th day. This will help us fix minor issues prior to becoming major pay checkages.

6. Requesting leave via MOL is a convenience for all. The request process is 3 fold. Creating the request, Checking Out prior to leaving and Checking In when you return to work. If you will be unable to access a computer at the time of your departure or return, please utilize your chain of command. Everyone has leave check in and out permissions for personnel in their units.

7. Make sure that your morning report is updated daily by 10:00 am. Each unit has a directed POC for morning report responsibilities. Your unit should establish a back up incase that Marine is on TAD or leave. When completing your report, fill in as much info as possible i.e. TAD locations, dates, comments, SIQ, LimDu, LightDu etc.

8. Anyone planning on Separating or Retiring please let Sgt Stapleton/LCpl Goode know between 8 to 14 months before separation/retirement date. This is needed so TAPS class can be scheduled ahead of time. Below is the scheduled of classes offered:

October 19-22

November 16-19

December 14-17

9. We are not authorized to hold personal mail overnight. There should be no personal mail delivered to the MAD. If you have your personal mail addressed to the MAD, please go to the post office and get it changed to your home address or purchase a PO Box at your local Post Office.

10. SDO for the Week.

GySgt Scott

11. MWR schedule for this week: <https://icbm.navair.navy.mil/mwr>

LEGAL:

1. Marines, the NAS is beginning to take a more aggressive stance on traffic violations which include cell phone use while operating a vehicle onboard a Federal installation. You may NOT drive on this installation or any other DoD installation while using a cell phone unless the phone is a "hands-free" unit. Phones in walkie-talkie mode are NOT considered "hands-free."

OPS/ TRAINING SENDS:

1. The MAD OPS calendar is now available to view in M/S Outlook. First open the calendar in outlook, click on "open a shared calendar" on the left side of your screen. Input the following "MAD_S1_ADMIN" After hitting ok you will be able to view all upcoming events. Please contact GySgt Dyer or Sgt Stapleton if you wish to input an event or you need assistance. 301 342 1101

PME ACADEMIES

SERGEANTS COURSE (SC): COURSE ID M02T4M5

1-10 (20 OCT 09-09 DEC 09)
2-10 (05 JAN 10 - 24 FEB 10) Sgt Wall
3-10 (01 MAR 10 -16 APR 10)
4-10 (27 APR 10 -15 JUN 10) Sgt Camacho
5-10 NO COURSE
6-10 (24 AUG 10-13 OCT 10)

CAREER COURSE (CC): COURSE ID M02T8A5

1-10 (21 OCT 09-10 DEC 09)
2-10 (06 JAN 10-25 FEB 10)
3-10 (03 MAR 10-20 APR 10)
4-10 (28 APR 10-16 JUN 10)
5-10 (23 JUN 10-11 AUG 10)
6-10 (25 AUG 10-14 OCT 10)

ADVANCED COURSE (AC): COURSE M02T8H5

1-10 (22 OCT 09-11 DEC 09) GySgt Dyer, GySgt Young
2-10 (07 JAN 10-26 FEB 10)
3-10 (04 MAR 10-21 APR 10)
4-10 (29 APR 10-17 JUN 10)
5-10 NO COURSE
6-10 (26 AUG 10-15 OCT 10)

CFT

2nd Half Dates
30 October – 0800-1100 @ Track
20 November-0700 @ Track

COMBAT CONDITIONING

18 Sep @0630 at MAD Hqs
2 Oct @ 0630 at MAD Hqs
16 Oct@ 0630 at MAD Hqs
11 Dec@ 0700 at MAD Hqs

MCMAP

8 - 30 September

ACQUISITION PLANS SENDS:

1. If you believe you meet the criteria for AMOS 8060, 8057 or 8058, please contact me so we can get you the credit you deserve.
2. Ensure that you are fulfilling your Continuous Learning (CL) requirement by taking credit for conferences and other training. If you have any questions about this requirement, please call me or the XO.

GROUND, SAFETY, AND SUPPLY SENDS:

1. All personnel utilizing the photo lab please be sure to come see me (Cpl Jeys) first to receive the updated paperwork for the Fiscal Year. The old forms will no longer be valid. Thank you.

MO SENDS:

1. If you go to renew your vehicle sticker and the Pass Office tells you that you must be updated in BASICS II before they will issue you a renewal, please contact me. Unfortunately, there is no measure in place for me to know when you need to be updated and, apparently, the Pass Office will not inform you (or me) when your "visit request" is expired.
2. Officers, please notify me **ASAP** with birth announcements so the MAD can send flowers.
3. MAD Officers - Don't forget to pay your O'Dues! Dues are \$30 per calendar year and are used for a variety of things (i.e., plaques for departing officers; flowers for hospitalizations - new babies, illness, etc.; and charity donations, just to name a few). Also, please check to make sure that you paid your CY08 dues (quite a few Marines still haven't paid).
4. Marines wanting to purchase a MAD tee-shirt please contact Mo in her office, via email, or by phone at 342-1427. Shirts are available in all sizes, and are being sold for \$15.00 each.

IMPORTANT DATES:

SEPTEMBER

- 7 Sept: Labor Day
- 16 Sept: MCAA Fourth Annual Aviation Issues Flag Panel
- 17 Sept: MCAA Golf Tournament
- 29 Sept: Colonel Promotion Board

OCTOBER

- 6-10 Oct: MCCA Symposium in Reno
- 13 Oct: E8/E9 Promotion Board
- 23 Oct: Major LDO Promotion Board
- 23 Oct: LtCol LDO Board
- 30 Oct: CFT (COMMAND EVENT/BLOCK TRAINING)

NOVEMBER

- 2 Nov: Transition to winter uniforms/sleeves down
- 2 Nov: MMOA visit to Quantico (Ground and Air Company Grade @ EWS)
- 4 Nov: MMOA visit to Quantico (Col, LtCol, and Maj @ Command and Staff College)
- 5 Nov: MMOA visit to Washington D.C (Col, LtCol @ Pentagon)
- 7 Nov: Marine Corps Birthday Ball
- 10 Nov: Marine Corps Birthday Celebration (COMMAND EVENT)
- 10 Nov: Marine Aviation Detachment Marine Corps Birthday Run
- 11 Nov: Veterans Day
- 25 Nov(1630) to 30 Nov(0730) Thanksgiving Holiday

Contributions to the Marine Aviation Detachment Plan of the Week should be submitted to LCpl Goode at *mary.goode@navy.mil*.